

**CITY OF BURBANK  
FISCAL YEAR (FY) 2017-2018  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
REQUEST FOR FUNDING PROPOSALS**

**General Instructions**

Please ensure that your Proposal submission(s) includes:

- One legible and complete proposal and exhibit(s). The City reserves the right to return and/or reject late and/or incomplete proposals.
- Submit one complete copy in electronic format, such as Compact Disc or external hard drive.
- Delivery to the address specified below by the deadline. No e-mailed or faxed proposals will be accepted. It is the responsibility of the proposer to ensure their proposal(s) was received by the City of Burbank by or before the due date.
- Applications must be typed, single-spaced and single-sided on "8 1/2 x 11" plain white paper with 1" margins on all sides. Times New Roman 12 point font or Arial 12 point font must be used.
- No bindings or special coverings are desired. Do not submit materials not requested.

Your submission must be received no later than Tuesday, February 28, 2017, by 5:00 p.m.

Proposals may be submitted at:

City of Burbank - Community Development Department  
150 N. Third Street, 2<sup>nd</sup> Floor  
Burbank, CA 91502  
Attn: Marcos Gonzalez

**Who Is Eligible To Apply?**

Funds are available to City of Burbank departments; non-profit, for-profit, and faith-based organizations; and Community Based Development Organizations.

**RFP Information/Technical Assistance Workshop**

A Technical Assistance Workshop will be held on Thursday, February 9, 2017 at 2:00 p.m. at the City of Burbank, Community Services Building – Room 104, 150 N. Third Street. The purpose of the meeting is to provide information and technical assistance to any party interested in responding to the RFP. Community agencies and Departments are highly encouraged to attend the technical assistance meeting.

Additional technical assistance for completing CDBG Funding Applications may be obtained by calling Marcos Gonzalez, at (818) 238-5212.

**CDBG Requirements**

All projects and activities must either principally benefit low and moderate-income persons, or aid in the prevention or elimination of slums and blight, or meet other community needs having a particular urgency. In addition, the proposed projects and activities must show consistency with the City's Consolidated Plan. To view the document, please visit the City's website at:

<http://www.burbankca.gov/departments/community-development/housing-economic-development/community-development-block-grant-1480>

### **Benefit to Low and Moderate-Income Persons or Households**

In order for an activity to be considered as a benefit to low and moderate-income persons or households, it must comply with one or more of the following CDBG National Objectives.

1. Area Benefit – An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low to moderate-income persons.
2. Limited Clientele Activities – An activity which benefits a limited clientele, at least 51 percent of whom are low to moderate-income persons.
3. Housing Activities – An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low to moderate-income households.
4. Job creation or retention activities – An activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full time equivalent basis, involve the employment of low to moderate-income persons.

### **Documenting National Objectives**

CDBG sub-recipients must document the results of their activity or programs as it relates to a National Objective. For public service programs and housing activities, income documentation must be maintained on each client served. The current gross annual income limits for Los Angeles County are provided in Exhibit C.

### **Eligible Activities**

1. Acquisition – in whole or in part by the sub-recipient, or other public or private nonprofit entity, by purchase, long-term lease, donation of real property for any public purpose subject to limitations under ineligible activities.
2. Public Facilities and Improvements - acquisition, construction, reconstruction, or installation of public facilities and improvements.
3. Clearance Activities - clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.
4. Public Services - directed toward improving the community's public services, including employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreational needs.
5. Relocation - relocation payments and assistance for permanently or temporarily displaced individuals, families, businesses, and nonprofit organizations.
6. Accessibility for the Elderly and/or Disabled - special projects directed to improved mobility and accessibility of elderly and handicapped to publicly owned and privately owned buildings, facilities, and improvements.
7. Rehabilitation – rehabilitation of structures only to the extent that those structures are used for conducting eligible activities; and rehabilitation of privately owned residential buildings.
8. Code Enforcement - code enforcement in deteriorating or deteriorated areas where such enforcement together with public improvements, rehabilitation, and services to be provided, may be expected to arrest the decline of the area.



9. Historic Preservation - CDBG funding may be used for the rehabilitation, preservation, and restoration of historic properties, whether publicly or privately owned.
10. Economic Development Activities – acquiring, constructing, reconstructing rehabilitating, or installing commercial or industrial buildings, structures, and other real property equipment and improvements; assisting a private or for-profit business by means of grants, loans, loan guarantees and technical assistance; and providing economic development services in an economic development project.

#### **Ineligible Activities**

1. Buildings, or portions thereof used predominantly for the general conduct of government (except for accessibility or historic preservation);
2. General government expenses;
3. Political activities;
4. Purchase of office and construction equipment;
5. Furnishings and personal property;
7. Operating and maintenance expenses;
8. New housing construction; and
9. Income payments.

#### **Insurance Requirements**

A sub-recipient shall provide and maintain at its own expense the following insurance coverage throughout the term of this Contract, and the sub-recipient shall provide City with proof of the same:

- General Liability and Property Damage Insurance indemnifying the City of Burbank against the sub-recipient's operations and/or its services.
- A sub-recipient shall maintain general liability insurance and property damage insurance in the amount of \$1,000,000 (combined single limit), unless a reduction is approved by the City.

#### **Exhibits**

1. Exhibit A – Project/Program Summary. Please use Exhibit A to provide a project/program summary, activities to be undertaken, location of services, beneficiaries, administration, and project/program consistency with current City Council goals/objectives.
2. Exhibit B – Reference Material: Gross Income Limits (2016).
3. Exhibit C – Project/Program Costs. Please use Exhibit C to provide a complete project/program cost and description of all available funding sources.

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**Exhibit A – Project/Program Summary**

Operating Agency: \_\_\_\_\_

Project/Program Name: \_\_\_\_\_

Project/Program Selection: (If an entity is considering in applying for multiple programs, an individual proposal must be submitted separately for each activity.)

- |   |   |
|---|---|
| <p><input type="checkbox"/> Capital Project<sup>1</sup></p> <p style="margin-left: 20px;"><input type="checkbox"/> New Project</p> <p style="margin-left: 20px;"><input type="checkbox"/> Multi-year Project</p><br><p><input type="checkbox"/> Public Service<sup>3</sup></p> <p style="margin-left: 20px;"><input type="checkbox"/> New Program</p> <p style="margin-left: 20px;"><input type="checkbox"/> Year-round Program</p> | <p><input type="checkbox"/> Special Economic Development<sup>2</sup></p> <p style="margin-left: 20px;"><input type="checkbox"/> New Project</p> <p style="margin-left: 20px;"><input type="checkbox"/> Multi-year Project</p> |
|---|---|

Type of Operating Agency:

- ☐ City department: \_\_\_\_\_
- ☐ Non-Profit or For-Profit Organization \_\_\_\_\_
- ☐ Sponsor/Contractor \_\_\_\_\_
- ☐ Faith-Based Organization \_\_\_\_\_
- ☐ Community Development Based Organization \_\_\_\_\_

Total Amount Requested for the fiscal year: \$ \_\_\_\_\_

(The City's fiscal year is July 1 – June 30)

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**1. Project/Program Description:**

Briefly describe the primary objective of the project/program you intend to operate including all major activities to be undertaken (do not attach separate documents).

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<sup>1</sup> Capital projects are considered to be activities related to housing rehabilitation, real property activities, public facility improvements, construction activities, and code enforcement.

<sup>2</sup> Special Economic Development activities are considered to be commercial and industrial building acquisition, construction, and improvements; and provision of assistance in the form of loans, grants, and technical assistance to a private for-profit business for the benefit of low to moderate-income persons.

<sup>3</sup> Public Services are considered to be activities related to job training, employment services, health care, substance abuse services, child care, crime prevention, and fair housing counseling.

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**Exhibit A – Project/Program Summary**

**2. Project/Program Location:**

Indicate your business address and other related information. For Public Service or Economic Development activities, please identify if the address is the same location where services will be provided? ☐ Yes ☐ No.

Chief Executive Officer: \_\_\_\_\_

Business or Mailing Address: \_\_\_\_\_

Suite Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Business License Number: \_\_\_\_\_

If you answered, No, please describe how you intend to provide services in the Burbank community (do not attach separate documents):

**3. Project/Program Beneficiaries:**

Please specify the group, persons, families, or individuals your program or project intends to target. Please mark all possible beneficiaries.

- |  |   |
|--|---|
| <input type="checkbox"/> At-risk of homelessness             | <input type="checkbox"/> Veterans                         |
| <input type="checkbox"/> Seniors (55 years of age and older) | <input type="checkbox"/> Families with children           |
| <input type="checkbox"/> Unemployed                          | <input type="checkbox"/> Youth or young adults            |
| <input type="checkbox"/> Disabled persons                    | <input type="checkbox"/> Immigrant individuals/families   |
| <input type="checkbox"/> Mixed-income population             | <input type="checkbox"/> Chronically homeless individuals |
| <input type="checkbox"/> Non-Burbank residents               | <input type="checkbox"/> Distressed homeowner's/renter's  |
| <input type="checkbox"/> Victims of Domestic Violence        | <input type="checkbox"/> Formerly incarcerated            |

Please describe how you intend to collect this information:



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**Exhibit A – Project/Program Summary**

4. **Project/Program Delivery Area:**  
Please describe the geographical service boundaries for your proposed project/program. Please feel free to include a map of your delivery area.

5. **Measurable Outcomes:**  
Please provide proposed outcomes and performance measures for your proposed project/program. Please provide a quantifiable/measurable outcome that can be evaluated by staff. In addition, describe how your organization will achieve successful outcomes.

a. **Proposed Outcomes:**

b. **Performance Measures:**

c. **How will you organization achieve successful outcomes:**

For past CDBG subrecipients, please indicate the total number of participants (non-duplicative participants) assisted in the last five years using CDBG funds, as applicable.

<u>Fiscal Year</u>	<u>CDBG Assisted Clients</u>	<u>Amount of CDBG Funds Expended</u>
2015-2016	_____ (projected)	\$ _____
2014-2015	_____	\$ _____
2013-2014	_____	\$ _____
2012-2013	_____	\$ _____
2011-2012	_____	\$ _____

6. **Program/Project Administration:** Please describe the experience your organization has with administering CDBG and/or other federal funding. Program administration includes, but is not limited to: procurement, construction/project management, underwriting, Davis-Bacon, reporting/record keeping, policies and procedures.

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**Exhibit A – Project/Program Summary**

7. Was the Program/Project administration cost factored into your CDBG grant request?

☐ Yes ☐ No ☐ Not applicable

8. City Consolidated Plan Goals/Objectives:

Please identify if your proposed project/program is consistent with City's Consolidated Plan for FY 2013/14 – 2017/18. Please mark all that apply:

- ☐ Sustain and Strengthen Neighborhoods
- ☐ Preserve Existing Affordable Housing
- ☐ Homelessness
- ☐ Public Facilities
- ☐ Infrastructure Improvements
- ☐ Public Services/Community Services
- ☐ Economic Development

Please explain how the project/program is consistent with the Consolidated Plan Goals and Objectives.

9. Please describe any efforts your organization has taken or will initiate in order to leverage CDBG funding, if applicable.

10. Does the operating agency have the financial stability in administering the proposed project/program should CDBG funding no longer be available? ☐ Yes or ☐ No.

If you answered, yes, please describe for how long? \_\_\_\_\_

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**Exhibit B - Gross Income Limits (Los Angeles County Area 2016)**

The following are the Gross Annual Income Limits which apply to direct benefit activities, such as housing activities and public services.

<b>Income Level</b>	<b>1 person household</b>	<b>2 person household</b>	<b>3 person household</b>	<b>4 person household</b>	<b>5 person household</b>	<b>6 person household</b>	<b>7 person household</b>	<b>8 person household</b>
30% Limits	\$18,250	\$20,850	\$23,450	\$26,050	\$28,150	\$30,250	\$32,350	\$34,400
Very Low	\$30,400	\$34,750	\$39,100	\$43,400	\$46,900	\$50,350	\$53,850	\$57,300
60% Limits	\$36,480	\$41,700	\$46,920	\$52,080	\$56,280	\$60,420	\$64,620	\$68,760
80% Low	\$48,650	\$55,600	\$62,550	\$69,450	\$75,050	\$80,600	\$86,150	\$91,700



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EXHIBIT C - PROJECT AND PROGRAM COSTS**

**Applicant:**

**Start Date**

**End Date**

**INSTRUCTIONS:** Please utilize the budget template below to outline all proposal expenses and your request for support from the City of Burbank Community Development Block Grant within the above listed year.

All expenses should be reflected in one of the line items below and detailed in the Budget Narrative section of your proposal. Within the categories of Personnel and Non-Personnel, please label the budget line items as they best represent your proposal's activities and expenses. Edit current lines and add additional lines as necessary to best represent your proposal and request.

**NOTE:** Eligible uses of funding in this opportunity are limited to eligible activities as described in the RFP General Instructions.

Request should in no way supplant local public commitments.

	Previous Year CDBG Dollars (if applicable)	2017-2018 Total CDBG Proposal Cost	2017-2018 In-Kind or Cash Match Investment (describe source)
<b>Personnel</b>			
		-	-
		-	
Benefits		0	
Taxes, workers comp		-	
<i>Subtotal Personnel</i>			
<b>Non-Personnel</b>			
Client Assistance		-	
Supplies & Materials		-	
Equipment (computer, copier, etc)		-	
Communications (cell phone)		-	
Travel & Transportation (mileage, auto repair, fuel)		-	
Recruiting, hiring and payroll fee		-	
<i>Subtotal Non-Personnel</i>			
<i>Total Personnel &amp; Non-Personnel</i>			
<i>Indirect Costs</i>			
<b>PROPOSAL TOTAL</b>			

**Percentage of In-Kind and/or Match Level**

**2017-2018 CDBG Funding Request** \$ -

<b>OTHER FUNDING SOURCES</b>			
List in this section all committed and projected resources through private and public investment related to your proposal.			
Committed	Type	2017-2018	Example
City of Burbank	Public		50,000
Name source			
Name source			
Name source			
Name source			
<i>Total Committed</i>			50,000
Projected	Type	2017-2018	Example
Individuals	Private		1,500
Corporate	Private		3,000
Foundations	Private		(54,500)
Name source			
<i>Total Projected</i>			(50,000)
<b>OTHER FUNDING SOURCE TOTAL</b>			